

CHAPTER 103 EVALUATE QUALIFICATIONS OF FAR PART 125 MANAGEMENT PERSONNEL

Section 1 Background

1. PTRS ACTIVITY CODES

A. *Maintenance*: 3352

B. *Avionics*: 5352

3. OBJECTIVE. This chapter provides guidance for evaluating the qualifications of the FAR Part 125 management personnel responsible for ensuring compliance with the operator/applicant's aircraft maintenance/inspection programs.

5. GENERAL.

A. FAR § 125.25 requires operators to have sufficient management personnel to conduct their operations in accordance with FAR Part 125. In addition to a Director of Operations, the operator must also designate a person to schedule inspections and update the approved weight and balance system for all airplanes. Depending on the complexity of the operations and maintenance organization, the organization may include additional management personnel, as appropriate. The primary emphasis is on having sufficient personnel to ensure safe operations.

B. Management qualifications must be based on the duties, responsibilities, and authority of the position as stated in the operator's manual. Knowledge, skills, certificate requirements, and experience needed to carry out the duties of the position must be considered.

C. The operator must list management personnel in the policies and procedures manual. When reviewing the manual or revision for acceptance, the Aviation Safety Inspector (ASI) must consider the individual's employment history and credentials.

D. The operator must notify the FAA of any change in management personnel within 10 days (FAR § 125.25).

E. The person responsible for scheduling inspections and other maintenance required by the manual and updating the approved weight and balance system should meet the following qualifications:

- Have a thorough knowledge of the operator's aircraft maintenance/inspection program
- Have knowledge of the operator's airplanes
- Be familiar with the requirements of FAR Parts 25, 43, 65, 91, and 125

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. *Prerequisites*

- Knowledge of the regulatory requirements of FAR Parts 91 and 125, and Civil Aviation Regulation 4b
- Successful completion of Airworthiness Inspector's Indoctrination Course for General Aviation and Air Carrier Inspections, or previous equivalent

B. *Coordination.* This task requires coordination among maintenance, avionics, and operations inspectors.

3. REFERENCES, FORMS, AND JOB AIDS

A. *References*

- FAR Parts 25, 43, and 65
- Advisory Circular 125-1, Operations of Large Airplanes Subject to Federal Aviation Regulations Part 125, as amended

B. *Forms.* None.

C. *Job Aids.* None.

5. PROCEDURES

A. *Review the Policies and Procedures Manual*

(1) Ensure that there are sufficient management personnel to conduct operations in accordance with the requirements of FAR Part 125.

(2) Ensure that the duties and responsibilities listed are adequate for the proposed operation.

B. *Review the Employment History, Credentials, and Experience*

(1) Ensure that each person has thorough knowledge of the operator's aircraft maintenance inspection program.

(2) Ensure that each person has knowledge of the operator's type aircraft.

C. *Ensure That Each Individual Holds Appropriate Certificates and Ratings Required to Perform the Required Duties*

(1) Review the ISIS for the following information:

(a) To validate certificates

(b) To obtain the individual's enforcement history

(c) To determine if the person held a management position in a company whose operating certificate was revoked. If so, to determine if the individual's performance contributed to the revocation.

(2) *Analyze findings.* Investigate all unclear areas and discrepancies.

D. *Conduct Debriefings*

(1) Before meeting with the operator, discuss initial findings with appropriate FAA personnel to determine content of the briefing.

NOTE: Rejecting an individual is a sensitive matter. In some cases, political, media, or other national issues may be involved. The inspector should notify appropriate FAA supervisory personnel when these issues are identified.

(2) Brief the operator/applicant on the results of the evaluation. Discuss any deficiencies.

7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Completion of this task will result in one of the following:

(1) Accept the management personnel by accepting the manual/revision listing the individual, as appropriate.

(2) Reject the management personnel by rejecting the manual/revision. Detail the reasons for rejection in a letter to the operator.

NOTE: An individual may be evaluated based on information received before a manual/revision or operations specifications are submitted (such as Preapplication Statement of Intent or 10-day notification letter). Based on this preliminary information, the inspector may be able to determine if the person is not qualified for the position. In this case, notify the operator/applicant of the rejection as soon as possible.

9. FUTURE ACTIVITIES. In the case of original certification, review the Schedule of Events to determine if a revision is necessary.